

A user guide to the employer portal

Your employer portal is a secure online facility where you can

- confirm the current registration status of teachers' employed at your school or service
- check the current registration status of a teacher you may wish to employ
- have edit-access for searching, adding or removing teachers to maintain your teacher list
- and manage your teacher applications – such as a teacher applying to move to full registration, or applying for permission to teach
- download a list of teachers employed at your school .

To begin, go to the VIT's homepage. Make sure you use a Chrome or Firefox browser, because other browsers may not be compatible.

Click the blue 'Sign in' button

Select 'Employer Login'

Your username is the email address listed on VIT's system.

To reset your password, select 'Forgot your password?' You will receive an email with a reset password link - it is important that you only click on the link once.

The email may take up to 2 hours to receive - ensure you check your junk mail folder. Please note: the link will expire within 24 hours.

Once you've logged in with your user name and password, you'll see the portal home page

Here you can see you have the option to apply for a permission to teach grant. If you want to fill a teaching position via a grant of permission to teach, you click 'apply for PTT' to proceed

Here you see your teacher list.

These are the teachers employed at your school or early childhood centre. The list includes important information at a glance, including each teacher's registration number, type and status.

If a teacher is suspended, their name will appear in red

You can see a number of teacher records on each page. Click 'next' or 'previous' to proceed through the list

If you want to work on an Excel spreadsheet, you simply click the 'export list' button to download the list into Excel

To remove a teacher from the list, you click the drop down arrow on the right hand side and select 'remove teacher'

To add a teacher to the list you click the 'add teacher' button at the top left. Then you can find the teacher by searching in the 'find teacher' section and then selecting the employment start date.

Then click 'next'

Below the teacher list, you'll see any applications for full registration displayed here, with their date submitted and status, as well as any permission to teach positions that have been applied for. Here is where you can manage these applications.

Your employer portal is the ideal place to keep tabs on the registration status of your teachers. You can also check their status on the register of teachers on the VIT website.

